	1/08/09f	CTASREP 78105536A0001	00070020ch 1953	
	TITLE		DATE PREPARED	
EM ARK 3			• .	
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J.	<u></u>			
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H-		3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
:				
G. OTHER (Specify)				
F. CORRESPONDENCE			8 hours	
E. COPY OVER 15" IN WID	ти .			
D. STATISTICAL OR TABUL	AR		·	
C. MULTIPLE COPIES (10	OR MORE)			
B. STENCIL OR REPRODUCTION WORK				
A. CONTINUOUS FORMS OR	INVOICE PREPARATION			
TYPE OF WORK (Enter time used for each of the following types)			DURING PAST YEAR	
ANNUAL RENTAL (If report pertains to rental machines) TYPE OF WORK			AVERAGE NUMBER OF HOUR USED PER WORK DAY	
COST (If report pertains to Government-owned machines)			8	
	A. Con		\$ 350.00	
in ches 11" ches Ser.#11-073892	INCLUDED IN THIS REPORT One	machines in a pool, ent used per day for all ma	er total hours	
CRM IRRIAGE LENGTH	NUMBER OF MACHINES	AVERAGE NUMBER OF HOURS DAY DURING PAST YEAR (I	USED PER WORK	
BM Electrical Type (KE (Name of manufacturer)	vriter			
E OF MACHINE	ED OUTSIDE POOL			
heck one) USI	ED IN POOL			
Check one) RENTED AX GOVERNMENT-OWNED		Office of Chief		
CATED (Check one)	UNITED STATES	Fiscal Division	ORGANIZATIONAL UNIT (Name and location of unit havin physical custody of machine) Fiscal Division	
See reverse for	r instructions	ORGANIZATIONAL UNIT (No.		
REPORT OF ELECTION	RAL TYPEWRITER USE	CIA CEPTE 105038 A O O O O O O O O O O O O O O O O O O	CE	
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Electrical typewriters include all electrically-operated machines (except bookkeeping and billing machines) which have the general appearance of typewriters, are used for producing printed characters as a substitute for writing, and have a keyboard, depression of keys serving to impress a type upon the paper through the medium of an inked or carbon ribbon. Examples are vari-typers, hectowriters, proportional spacing machines, etc. (See Comptroller General's decision B-78978 of September 2, 1948.)

Separate reports will be submitted for each machine except when machines are assigned to a typing pool and are all used for substantially the same types of work. In these cases a report will cover all machines of the same type, make and carriage length, except, that separate reports must be submitted for (a) rented machines and (b) Government-owned machines.

Machines located in Continental U. S. will be reported separately from those located in Territories, Possessions and Foreign Countries.

If report pertains to rented machines, show appropriation chargeable.

If report pertains to Government-owned machines, show the appropriation or other budget identification of the program for which the machine is used.

The possibility that the work done by a machine during any given period of time may fall within more than one of the type of work categories listed is recognized. In such case, the average hours of work should be entered opposite the type of work which is considered most important. The hours of such work should not be entered opposite any other type of work category. The total of the entries on lines A through L shall equal but not exceed the number of hours shown as the "Average Number of Hours Used Per Work Day During Past Year."

The amounts shown will be actual costs, or appraised value (preferably at date of acquisition) if actual cost is not reasonably ascertainable. Costs will be reported to the nearest dollar.